

NOTE: Use a separate form for each request.

RECORD GROUP NO.

ACCESSION NO.

AGENCY BOX NUMBER

RECORDS CENTER LOCATION NUMBER

OF

DESCRIPTION OF RECORD(S) OR INFORMATION REQUESTED (Include file number and title.)

REMARKS

NATURE OF SERVICE

☐ FURNISH COPY OF
RECORD(S) ONLY☐ PERMANENT WITHDRAWAL

☐ TEMPORARY
LOAN OF RECORD(S)

☐ REVIEW

☐ OTHER
(Specify)

NAME OF REQUESTER

TELEPHONE NO.

☐ FTS

DATE _____

RECEIPT OF RECORDS

NAME AND ADDRESS OF AGENCY

(Include street address, building, room no. and ZIP Code)

*

Requester please sign, date and return this form, for file item(s) listed above, *ONLY* if the block to the right has been checked by the Records Center.

SIGNATURE

DATE

(In Washington, D.C., area also include STOP number)

SECTION II – FOR USE BY RECORDS CENTER

☐ RECORDS NOT IN CENTER CUSTODY

☐ RECORDS DESTROYED

☐ WRONG BOX NUMBER – PLEASE RECHECK

☐ ADDITIONAL INFORMATION REQUIRED TO IDENTIFY RECORDS REQUESTED

☐ MISSING (Neither record(s), information nor charge card found in container(s) specified)

☐ RECORDS PREVIOUSLY CHARGED OUT TO (Name, agency, date):

REMARKS

DATE _____

SERVICE

TIME
REQUIRED

SEARCHER'S
INITIALS

SECTION III – TO BE COMPLETED BY REQUESTING AGENCY

General Services Administration
Federal Records Center NARS

TO:

*

**NOTE: In Washington, D.C., area
send to STOP 0306**

(City)

(State)

(ZipCode)